

**TOWN OF HIGHLAND
SIGN PERMIT APPLICATION**

Date: ____/____/____

Permit # _____

Contractor: _____ Address: _____

City: _____ State/Zip: _____ Phone: _____

Property Owner: _____ Address: _____

City: _____ State/Zip: _____ Phone: _____

PROJECT ADDRESS: _____ ZONING _____ CONTRACT COST: _____

FREE STANDING SIGNS

Drawing & Plat of Survey required. Sign location **MUST** be identified on the plat. Also a landscape plan must be submitted for all free standing signs. ****NOTE: Only one freestanding sign per location is allowed for all businesses on the property not to exceed 100 square feet. NO FREESTANDING SIGNS ALLOWED IN A B2 ZONED DISTRICT.**

Type of Sign: (Check One) Pylon: ____ Monument: ____ Illuminated: ____ Non-Illuminated: ____

Sign Material: Wood: ____ Metal: ____ Plastic ____ Brick: ____ Other: _____

Size of sign _____ Height: _____ Square footage: _____ Size of footings: _____

Distance from the Right of Way(s): Front: _____ Side: _____

BUILDING MOUNTED

Drawing of the sign shall include view of sign being proposed and how it will be connected to the building. **MUST HAVE THE FOLLOWING:** Linear measurements of the façade wall occupied by the business. Each occupancy shall be permitted a maximum of 1 sign not to exceed six tenths (.6) square feet of sign area.

Illuminated: ____ Non-Illuminated ____ Wood: ____ Plastic ____ Brick ____ Metal ____ Other _____

Size of sign(s): _____ Square footage: _____ Linear Measurement of Wall _____

Electrical Contractor: _____ Electrical permit **MUST** be pulled first by the electrical contractor before the sign permit is released.

Contractors Signature _____ Property Owner _____
Must have both Signatures or Copy of Contract.

Office use

Property Zoned: _____ BZA Approved: _____ (If applicable)

Number of Inspections: _____

Permit fee: _____

Inspection fee: _____

Plan review fee: _____

Approved By: _____ Date: ____/____/____

Total fee: _____

Building Commissioner

TOWN OF HIGHLAND

SIGN PERMIT PROCESS

ATTENTION CONTRACTOR:

PRIOR TO ANY SIGN PERMITS BEING PROCESSED, THE FOLLOWING MUST BE SUBMITTED ALONG WITH THE APPLICATIONS.

- 1). A Plat of Survey will be required for any sign not mounted on the building (free standing). Each sign location **MUST** be identified on the submitted plat identifying the location and setback of the proposed sign(s)
- 2). A landscaping plan for all free standing signs must be presented as required under section 214.255 of the Sign Ordinance.
- 3). Drawings of all signs being proposed. The drawing shall include views of each sign being proposed as they will be placed on the building or property. Sign dimensions for each sign. How the sign will be connected to a structure, or how it will be supported. For free standing signs it must show the height including the pole.
- 4). Linear footage of the frontage of the structure or portion of structure to be occupied by applicant **MUST** be shown on the application for building mounted signs.
- 5). Electrical contractor **MUST** be named on the application for all electrical signs. The electrical permit must be pulled first by the electrical contractor before the sign permit is released.

If any of the above is not submitted at the time the application is given to the Building Department the permit will not be reviewed until the department receives all of the information required.

CHAPTER 214: SIGNS

SIGNS.

§ 214.245 Purpose

§ 214.246 Prohibited Signs

§ 214.247 Exemptions

§ 214.248 General Standards

§ 214.249 Open Space Districts

§ 214.250 Residence Districts

§ 214.251 Professional Business Districts

§ 214.252 Business Districts

§ 214.253 Industrial Districts

§ 214.254 Sign, Temporary

§ 214.255 Landscaping

§ 214.245 PURPOSE.

The purpose of this subchapter is to regulate, classify, restrict and control the location, size, type, placement and maintenance of all signs within the town for the purpose of preserving the health, safety and general welfare of the town and its citizens; and, to insure that signs are compatible with their surroundings and land uses, and that they are legible and properly maintained.



§ 214.246 PROHIBITED SIGNS.

The following signs are hereby expressly prohibited for erection, construction, maintenance, repair, alteration, location or relocation within the Town of Highland, except as exempted under Section 214.247:

- (1) Sign, Wall Painted.
- (2) Sign, Flashing, except public signs as defined in Section 214.008 and those which give safety warnings.
- (3) Sign, Moving.
- (4) Signs with lamps or lights for letters, except neon signs.
- (5) Signs, Advertising/Billboard, or any signs advertising a business, product, service or event not available on the premises where the sign is located.
- (6) Signs identifying past services performed on a building or premises e.g. "Roof by ____".
- (7) Signs on fences, utility poles, street lights or trees.
- (8) Signs, Portable.
- (9) Signs using reflective material, except nameplate signs displaying the address of the

occupant and Sign, Public as defined in Section 214.008.

(10) Signs that resemble or are confusingly similar to any official marker erected by the town, the state or other governmental unit or agency.

(11) Signs of any nature on any property without the consent of the party having the right of possession.

(12) Sign, Bench.

(13) Signs of any nature extending over or placed upon a public sidewalk, alley, easement, or right-of-way (unless expressly permitted by the appropriate governing governmental body).

(14) Sign, Roof.

(15) Pennants and/or streamers and/or banners.

(16) Signs, Illuminated (external).

(17) Inflatable Sign, Portable displays that include, but are not limited to inflatable Promotional Devices.

(18) Sign, Temporary except as allowed for in Section 214.254.

(19) Flags except as identified in Section 214.247(3).

(20) Signs Reader Board.

(21) Sign, Sleeve/bag.

(22) Signs not specifically allowed by the provision of this ordinance.



§ 214.247 EXEMPTIONS.

The provision and regulation of this division shall not apply to the following:

(1) **Cornerstones** or names of buildings inscribed in stone or metal as part of the building or structure provided they are not larger than six square feet for each display surface.

(2) **Necessary Sign**, Directional erected by government units.

(3) **Flags of the Town of Highland, State, or the United States of America**, POW (Prisoner of War), MIA (Missing In Action), United States Military Service Flags.

(4) **Farm Signs**: Those signs erected on farm or agricultural property necessary for identification to and reasonable conduct of business with the public.

(5) **Information Signs**: Those small signs necessary to inform the public, such as "No Trespassing" "No Dumping" "Beware of Dog" signs. Such signs shall be exempt so long as they do not exceed two (2) square feet in gross area each.

(6) **Sidewalk or Garage Sale Signs**: Limited to 1 sign on the property of the sale, and only if said sign does not exceed 20 square feet. In addition the sign must be removed by the end of the

sale.

(7) **Kiosks:** Owned by the Town of Highland Redevelopment Commission and used for the purpose of private off premise advertising and/or community messaging.

(8) **Federal, State, and Local Law Enforcement Signs** postings rewards for information pertaining to a crime.

(9) **Legal Notices.**

(10) **All municipal signs,** or signs installed by a legal entity within the municipality. Any signage of this sort shall be reviewed and approved by the Plan Commission. Approval of said signage shall take into account location(s) number of sign(s), size(s), designs and advertising.

(11) **Signs for the sale of** vehicles, recreational vehicles, trailers, semi-trucks & trailers, watercraft, motorcycles or snowmobiles as defined In HMC 72.01 Definitions.

(A). This section applies to signs offering any type of vehicle or trailer for sale by anyone other than a dealer or a new and/or used vehicles or trailers licensed by the Town of Highland and all controlling political subdivision herein. This applies to all zoned districts;

(B). "For Sale" signs shall be limited to two (2), each a maximum of two (2) square feet In size and must be securely attached to the vehicle or trailer for sale;

(C). A vehicle or trailer, when not in use, with "For Sale" signs attached may only be displayed at the address to which it is currently registered and licensed, not to exceed three (3) hours, unless it is the drivers place of employment;

(D). "For Sale" signs for vehicles or trailers shall not require a sign permit.



§214.248 GENERAL STANDARDS.

FIIn addition to all other provisions and restrictions of this division, signs shall conform to but not be limited to the following requirements.

(1) **Permits Required.** No person shall erect, alter or relocate within the Town of Highland, Indiana any permanent or temporary sign without first obtaining a sign permit from the Building Commissioner, or their designee. And making payment of the required fee. Permanent signs and sign face changes shall require approval of the Building Commissioner prior to a permit being issued. Any lawfully erected sign that conforms to the requirements of this chapter may not be removed and then replaced with an exact copy of the sign without first obtaining a building permit.

(a). Non-structural repairs of a lawful sign will not require a sign permit. Except as may be required for an electrical system repair of an illuminated sign.

(b). Structural repairs will require that a permit be issued by the Building Commissioner. Said repairs shall bring the sign(s) in compliance with current codes standards, accepted engineering practices and other pertinent regulations. The Building Commissioner will require that the repairs be certified by a State of Indiana Licensed Design Professional (Architect or Engineer).

(c). Fees to be charged for sign permits have been established by the Highland Town Council and Published in TITLE XXI PLANNING & DEVELOPMENT, CHAPTER 210. BUILDING REGULATIONS as amended from time to time.

(2) **Unsafe Signs.** If any sign is found to be unsafe or unsecure, or is a menace to the public, as determined by the Building Commissioner or their designee, the Building Commissioner or their designee shall give written notice to the owner or operator of the sign. If the owner or operator of said sign fails to remove or alter the sign so as to comply with the standards herein set forth within ten days after such notice, such sign shall be removed or altered to comply, at the direction of the Building Commissioner, at the expense of sign permit issuee or owner of the property upon which the sign is located. The Building Commissioner may cause any sign that is an immediate peril to persons or property as determined by the Building Commissioner or their designee to be removed summarily and without notice.

(3) **Obsolete Signs.** Any obsolete sign that does not advertise any existing business or a product, including the poles, posts, pylons, pipes, frames, cans, or channels to which it is affixed whether freestanding or wall mounted, shall be taken down and removed by the property owner or agent for the owner within thirty (30) days after written notification from the Building Commissioner or their designee. Upon failure to comply with such notice within the time specified, the Building Commissioner or their designee shall cause the removal of said sign(s), including the poles, posts, pylon, pipes, frames, cans or channels to which it is affixed, whether freestanding or wall mounted, and any expense incidental thereto shall be paid by the owner of the property to which such sign is attached.

In the event the Building Commissioner or their designee shall cause removal of any sign, a notice of lien of the cost and expense thereof incurred by the Town of Highland, Indiana may be filed with the office of the recorder of deeds at Lake County. Upon payment of the cost and expense after notice of lien has been filed, the lien shall be released by the Town of Highland, Indiana, and the release shall be filed of record in the same manner as filing the notice of lien.

(4) **Obstruction of vision of drivers.** No sign shall be placed in such a manner that it would block or obscure the vision of the driver of a motor vehicle stopped at a stop sign, traffic light or entrance to a public street for a distance of 200 feet in any direction in which there is oncoming traffic.

(5) **No sign** shall be erected, relocated or maintained so as to prevent free ingress to or egress from any door, window, fire escape, public walkway or alleyway.

(6) **Construction of Sign, Ground.** A Sign, Ground, shall be securely built, constructed and erected upon posts and standards installed a minimum of 3 1/2 feet below the natural surface of the ground and shall be adequately braced to prevent overturning.

(7) **Moisture protection for wood structures.** The structure, all post, anchors, and bracing of wood shall be treated to protect them from moisture as allowed for by applicable building codes or as determined by the Building Commissioner or their designee.

(8) **Wind resistance.** All signs and other advertising structures shall be designed and constructed to withstand a wind pressure of not less than 20 pounds per square foot of surface area.

(9) **Structural Integrity.** The Building Commissioner or their designee may request that the installer submit written certified verification from a Licensed Design Professional certifying the proposed installation.

(10) **Maintenance.** The owner of any sign as defined and regulated by this division shall properly maintain all parts and supports of the signs.

(11) **Wall-mounted and Roof Signs.** A wall-mounted or a roof sign shall be safely and securely attached to the building wall or roof by means of metal anchors, bolts or expansion screws. In no case shall any wall-mounted sign or roof sign be secured with wire, strips of wood, or nails.

(12) **Advertisings on Newspaper Dispensing Machines.** Newspaper dispensing machines shall have no advertising posted other than the name of the newspaper and price. This information may be posted on one face only.

(13) **Signs shall not be installed,** placed on, or overhang any public right-of-way, or public sidewalk. Except public signs as defined in Section 214.008.



§ 214.249 OPEN SPACE DISTRICTS.

In all Open Space Districts the following classes of signs are permitted, in accordance with the regulations set forth herein and provided that no sign shall project higher than one story or ten (10) feet above curb level, whichever is lower.

(A) **One (1) nameplate;** excluding flashing and illuminated signs, not exceeding two (2) square feet in area.

(B) **One (1) Sign, Advertising/Billboard;** excluding Sign, Flashing and Sign, Portable, offering the sale of Open Space products grown or produced on the property, not to exceed thirty-two (32) square feet in area, either single faced or double faced, and to be no closer than ten (10) feet to the right-of-way line of the adjacent public roadway, provided however, that no such sign shall obstruct the view or sight distance of any driveway, public roadway or highway or any other point of ingress or egress.

(C) **One (1) for sale sign;** excluding Sign, Flashing or Sign, Portable advertising the sale or rental of the property on which the sign is located, not to exceed thirty-two (32) square feet in area.



§ 214.250 RESIDENCE DISTRICTS.

In all Residence Districts the following classes of signs are permitted, in accordance with the regulations set forth herein and provided that no sign shall project higher than one story or ten (10) feet above curb level, whichever is lower.

(A) **For one (1) and two (2) dwellings,** one (1) nameplate; excluding Sign, Flashing and Sign, Illuminated (External and Sign Illuminated (Internal), not exceeding two (2) square feet in area, and bearing only the name of the occupant and/or the street number.

(B) **For multiple family dwellings, for apartment hotels and buildings other than dwellings,** one (1) identification sign; excluding Sign Flashing and Sign, Portable not exceeding twelve (12) square feet in area.

(C) **For apartment and condominium complexes,** one (1) identification sign for each building; excluding Sign Flashing and Sign Portable, bearing the name of the building and/or the name of the management firm, not exceeding four (4) square feet in area and one (1) identification sign for the entire complex; identifying the complex, excluding Sign, Flashing and

Sign, Portable, not exceeding twenty-four (24) square feet in area.

(D) **For home occupations**, (where permitted), one (1) identification sign; excluding Sign, Flashing and Sign, Portable, not exceeding two (2) square feet in area.

(E) **For public or private educational institutions, churches, libraries, hospitals, other public or quasi-public buildings, parks, playgrounds and off-street parking areas, identification signs**; excluding Sign, Flashing and Sign, Portable, bearing the name and/or such other information pertaining to the premises as is reasonably necessary for the convenience of the general public, not exceeding forty-five (45) square feet of total sign area for all signs on the premises.

(F) **Projection**. In all Residential Districts a minimum five (5) foot setback from all property lines is hereby established. No portion of any sign shall project within the five (foot setback area.



§214.251 PROFESSIONAL BUSINESS DISTRICTS.

In all Professional Business Districts the following classes of signs are permitted, in accordance with the regulations set forth herein.

(A) All signs and nameplates permitted in the residence districts.

(B) **Business signs**; excluding Sign, Flashing and Sign, Portable, directing attention to a business or profession conducted or to a commodity, service or entertainment sold or offered upon the premises where such sign is located or to which it is affixed, not exceeding two in number, (one sign, ground and one wall mounted sign.

(1) **Area**. All signs shall sum to forty-five (45) square feet of total sign area for all signs on the premises.

(2) **Location**. All Sign, Ground, shall be located a minimum of ten (10) feet from any property line.

(3) **Projection**. A minimum five foot (5') sign setback from all property lines is hereby established. No portion of any sign shall project within the five foot (5') setback area.

(4) **Height**. No Sign, Ground, shall project higher than ten (10) five (5) feet above the curb level. No portion of any sign attached to the building shall project above the roof line of the principal building located on the same lot.



§ 214.252 BUSINESS DISTRICTS.

In all Business Districts the following classes of signs are permitted, in accordance with the regulations set forth herein.

(A) All signs and nameplates permitted in the residence districts.

(B) **Business signs**; excluding Sign, Flashing and Sign, Portable directing attention to a business or profession conducted or to a commodity, service or entertainment sold or offered

upon the premises where such sign is located or to which it is affixed.

(C) **Sign, Marquees and Sign, Canopies;** when pre-existing on the date of the adoption of this chapter, Sign, Marquees and Sign, Canopies may extend into the public right-of-way no more than fifteen (15) feet but in no case beyond a point which is within two (2) feet of the vertical extension of the curb line or paved portion of the street where no curb exists. Sign, Canopy shall only be permitted above windows and doors. Any Sign, Marquee or Sign, Canopy shall have a minimum vertical clearance of at least fourteen (14) feet above the public roadway level, further such Sign, Marquee or Sign, Canopy shall be affixed flat to the surface thereof and no such sign shall extend vertically or horizontally beyond the limits of such marquee or canopy; except, that individual free standing letters may project to a height not exceeding twenty-four (24) inches above same. However, from the date of the adoption of this chapter forward, no Sign, Marquees or Sign, Canopies shall extend into the public right-of-way. On multiple tenant structures signs on marquees and canopies shall maintain the same height.

(D) **Sign, Ground: Signs on pylons, standards and separate supports; Sign, Business and Sign, Advertising/Billboard,** (except billboards and poster panels), which are erected upon pylons, standards or separate supports shall be placed so as to be entirely within the property lines of the premises upon which the sign is located. Signs shall not extend into the public right-of-way, or be placed in or extend over public easements.

(E) **Signs on masonry pylons;** signs may be placed on the face of a masonry pylon when the pylon is constructed as an integral part of the building and such pylon does not project above the roof line more than five (5) feet.

(F) **Signs, Directional;** In B-1, B-2, B-3, or I-1 Zoned Districts only. Directional Signs related to the location of buildings or activities on the property on which the signs are located. The number of signs shall not exceed two (2). In addition Sign, Directional shall not exceed six (6) square feet in area, nor five (5) feet in height. The business name to directional information may not exceed a ratio of 1/3 of the sign size for business identification and 2/3 of the sign size for directional purposes.

(G) **In B-1, B-2, and B-3 business districts, permitted signs are subject to the following:**

(1) **Sign, Ground;** One Sign, Ground containing thereon only the name of the buildings, occupants or groups thereof. The Sign shall not exceed one hundred (100) Square feet in area; Exceptions: Free standing signs are NOT permitted within a B-2 District.

(2) **Signs for Each Occupancy:** (Sign, Business).

(a) Each occupancy shall be permitted a maximum of one (1) sign.

(b) Permitted signs may not exceed six tenths (.6) square feet of sign area for each linear foot or portion thereof of the occupancies façade wall. Except that the minimum sign area per occupancy need not be less than thirty (30) square feet.

(c) For any use having a structure frontage of 300 linear feet or more, one and one-half (1.5) square feet of sign area for each front foot or portion thereof of the structure frontage will be permitted.

(d) For businesses located in B-3 or Business PUD Districts with

building setbacks greater than 50 feet from the principal arterial roadway, the maximum size of the permitted signage may be increased by 10% for every 25 foot increment of setback beyond 50 feet. In no case shall the signage due to excessive setback exceed two times the original maximum.

(e) On a multiple tenant structure Sign, Business, shall maintain the same height.

(3) **Location.** Signs shall front on the principal street, (A principal street shall be defined as the street on which the structure has its assigned postal address). An off-street parking area or in the case of a corner lot, on that portion of the side street within fifty (50) feet of the principal street.

(4) **Projection.** Signs which pre-existed the date of the adoption of this chapter which are suspended from any building shall not project more than eight (8) feet beyond the property line into the public right-of-way or within two (2) feet of the vertical extension of the curb line or paved portion of the street where no curb exists, whichever is less. The bottom of the sign shall not be less than fourteen (14) feet above the street level. Any such sign suspended from a building shall not exceed twelve (12) feet in height and its location shall be subject to approval by the Building Commissioner or their designee. However, from the date of this chapter forward, a minimum five foot (5') sign setback from all property lines is hereby established.

(5) **Height.** In a B1 district, no Sign, Ground shall project higher than ten (10) feet above the curb, and no sign shall project above the principal building to which it is affixed. In the B3 and I-I Districts no sign shall project higher than fifteen (15) feet above the curb level or where no curb exists, above the average level of the ground on which the sign exists, and in no case shall a sign project above the roof line.

(H) **Flowing Informational Signs.** The Sign, Flowing Informational must be incorporated into the primary Sign, Business or Sign, Ground notwithstanding the restriction of the Zoning District. The displays of such Signs, Flowing Informational shall remain fixed or continuous (flowing). Sign, Flashing or blinking display(s) will be considered to be a violation of Section 214.246.



§ 214.253 INDUSTRIAL DISTRICTS.

In all Industrial Districts the following classes of signs are permitted, in accordance with the regulations set forth herein: Permitted signage shall comply with Section 214.252 Business Districts.



§ 214.254 SIGN, TEMPORARY.

In all Zoning Districts the following Sign, Temporary are permitted, in accordance with the regulations set forth herein. Further, Sign, Temporary shall not be placed upon public property, public easements, public utility poles, traffic poles or standards or other public structures or buildings.

(A) **For Sale and for rent or lease signs;** In Residential Zoned Districts, one (1) non-illuminated sign pertaining to the sale, rent or lease of the premises upon which it is placed, not exceeding six (6) square feet in area, provided that said sign shall be removed within seven (7) days of the consummation of the sale, rent or lease or of the termination of the sale, rent or lease agents authority.

In Commercial and Industrial Zoned Districts, one (1) non-illuminated sign pertaining to the sale, rent or lease of the premises upon which it is placed, not exceeding a maximum four (4) feet by four (4) feet dimension, and a maximum of sixteen (16) square feet in area, provided that said sign shall be removed within seven (7) days of the consummation of the sale, rent or lease or of the termination of the sale, rent or lease agents authority.

(B) **Open House Signs;** Not to exceed three (3) non-illuminated signs and six (6) square feet in area each, may be placed on the property to be shown during daylight hours on the day of a Real Estate Broker sponsored open house, to inform and direct the public to the location of the open house.

(C) **Temporary Construction Sign;** One (1) non-illuminated and non-portable sign bearing only the street number, names of project, contractors, engineers, architects, owner and/or tenant and artist's or architect's portrayal of completed project during construction work located on the premises not to exceed .5 sq. ft. of gross area for each foot of site frontage, but not to exceed 32 square feet of gross area. Signs can be two faced, each side allowed the calculated area as long as the internal angle between the two faces does not exceed 60 degrees. Said sign shall be removed within seven days after substantial completion of the construction work and in no event shall such sign be exhibited for more than twelve months. This sign is in lieu of all other temporary signs during construction unless other temporary signage is deemed necessary for traffic flow or safety reasons by the Building Commissioner or their designees.

(D) **Lot Signs;** One (1) non-illuminated and non-portable sign, not exceeding sixteen (16) square feet, bearing the name of the owner, and the fact that the lot is for sale. Said sign shall be placed only on the lot it is advertising, and only until the lot is sold.

(E) **Special Event Signs/Banners** Excluding Sign, Flashing and Sign, Portable announcing and/or promoting any educational, charitable, philanthropic, civic, or religious campaign, drive, or event, may be placed upon the approval of the Building Commissioner or their designee on the premises where the event is to take place. Said sign shall not exceed one (1) in number, nor shall said sign exceed thirty-two (32) square feet in area. Special event signs may be located for a period not to exceed fifteen (15) days preceding the event and shall be removed within five (5) days after the event. Requests for said signs shall be made in writing to the Building Commissioner or their designee no later than fifteen (15) days prior to the permitted posting. Request for multiple postings of said signs may be presented within one written request. Written approval must be granted by the Building Commissioner or their designee prior to installation. Said signs shall not be placed in or on public right-of-ways, parkways, easements, light poles, or other vehicular or pedestrian traffic control lights or signage.

(F) **Special Event Banners;** Excluding Sign, Flashing and Sign, Portable, announcing and/or promoting any educational, charitable, philanthropic, civic or religious campaign drive, or event, may be placed upon the approval of the Building Commissioner or their designee, on the premises where the event is to take place. Said special event banner shall not exceed one (1) in number, nor shall said sign special event banner exceed twenty (20) square feet in area. Special event banners may be located for a period not to exceed fifteen (15) days preceding the event and shall be removed within five (5) days after the event. Request for said special event banner shall be made in writing to the Building Commissioner or their designee no later than fifteen (15) days prior to the permitted posting. Requests for multiple postings of said special event banners may be presented within one written request. Written approval must be granted by the

Building Commissioner or their designee prior to installation. Said signs shall not be placed in or on public right-of-ways, parkways, easements, light poles or other vehicular or pedestrian traffic control lights or signage.

(G) **Political Signs;** Political signs shall not be permitted in Town Parks and shall not be placed on Town owned property except for "Election Day" on the premises at which an election is being held, at which time political signs shall be allowed only on said "Election Day" and shall be removed at the end of said "Election Day". Political signs shall not be placed on public right-of-ways, easements, parkways, phone poles, or light poles. Political signs would not require a permit from the Town. (Amended Ord. #1413 Passed 10/27/08)

(H) **Commercial Special Event Signs;** In B1, B2, B3, and B-PUD Zoned Districts only. Businesses shall be allowed to display Commercial Special Event Signs on their business frontage not to exceed two (2) events annually and not to exceed seven (7) calendar days for each event (maximum 14 calendar days for both events combined annually). Request for said signs shall be made in writing to the Building Commissioner or their designee no later than fifteen (15) days prior to said permitted display. Request for multiple postings of said commercial special event signs may be presented within one written request. Written approval must be granted by the Building commissioner or their designee prior to their display. Said signs shall not be placed in or on public right-of-ways, parkways, easements, light poles or other vehicular or pedestrian traffic control lights or signage. Said signage shall not be portable in nature nor shall said signs exceed sixteen (16) square feet.

Such special events include, but are not limited to grand opening, sidewalk sales, "First Friday" type events, special discount sales and the like. Receipt of a letter from the Building Commissioner or their designee shall act to grant an exemption from the provision of this ordinance to allow those types of signage common to traditional special event type sales on the days of sales. Types of signage allowed by exemption shall include temporary signs/banners but shall not allow Inflatable displays, flashing light type displays of any kind, flashing light type signs of any kind, pennants, streamers, portable signs and the like. All such signage shall be removed immediately at the close of the sale as listed in the letter of notification.

(I) **Public Expression Signs** - signs expressing a political, social, or religious position are permitted subject to the following:

(1) The content of said sign shall not contain profanity, indecency, or gross displays.

(2) The size of said sign shall not exceed thirty-two (32) square feet in area, and shall not be located any closer than ten (10) feet from any property line.

(3) The anchoring and structure of said sign shall be adequate to prevent the sign from becoming a projectile during high winds.

(4) The face of said sign shall be properly maintained to avoid cracking, peeling, or fading to the point of being a blighting influence.

(5) Said signs shall not be illuminated.

(J) **Subdivision Advertising Signs - On Premise** - a maximum of two (2), non-illuminated and non-portable signs, not exceeding sixty-four (64) square feet each, bearing the name of the development, developers, and builders associated with said development. Said subdivision advertising sign shall be placed no longer than twenty-four (24) months after granting final subdivision approval, or so long as one subdivided lot remains unsold, whichever period is less. The Building Commissioner or their designee shall have the power to grant reasonable

extensions after the expiration of the twenty-four (24) month period. The signs must be located within the subdivision for which they advertise. In any subdivision larger than five (5) acres in size, one additional sixty-four (64) square foot sign may be placed for each five (5) acre increment.

(K) Subdivision Signs - Off Premise - PROHIBITED.



§ 214.255 LANDSCAPING.

(A). Prior to the issuance of any sign permit for a Sign, Ground, a landscaping treatment plan shall be submitted to the Building Department showing a location of sign and landscape treatment to be provided as required in §214.232. Should the Building Commissioner disapprove the design, then the applicant may seek an appeal of the Building Commissioners decision before the Board of Zoning Appeals.

(B). Each Sign, Ground, support shall have at least thirty-six (36) square feet of landscaping treatment encircling the base.

(C). Landscaping shall project at least two (2) feet in height, and shall not exceed three (3) feet in height.

(D). Landscaping shall not encroach on public sidewalks, vehicular access ways, or public right-of-ways.

(E). Landscaping encircling the Sign, Ground, base shall be consistent with the remainder of the landscape treatment provided for the site, and shall count toward the total required area.

(F). Landscaping shall be continuously maintained.